

Idaho State Historical Society
Financial Services
Quarterly Report
January 2004-March 2004

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

January:

1. I would like to express my appreciation for the opportunity to present a financial report overview at the last Trustee's meeting. I hope enhanced awareness of ISHS financial situation helps produce the necessary understanding for managers to make the critical decisions relative to activities considered essential. Unfortunately, due to time constraints, I was only able to focus primarily on the general fund appropriation in function 01.

It became apparent to me that it could be productive if additional time was spent to expand the dialog on general fund, function 04 and federal fund function 01 and dedicated fund function 01 and 04 to identify, 1) the resources available for current operations, 2) whether there are some activities no longer cost effective and, 3) potential activities worth pursuing that would affect the agency's presence in and out of the Boise area. Also, it was evident that if workgroup managers are complaining to the Trustees that "their dedicated funds" are being used arbitrarily by administration there is some need to schedule a sit-down, one-to-one session with any workgroup manager who has questions concerning the use of "their funds". I would welcome the opportunity to schedule any such meetings as may be necessary.

In the mean-time, I have developed an additional schedule which you will find attached to the March financial report. There are two purposes to this schedule. Since one of the workgroup administrators has indicated he did not know certain funds were considered to be dedicated to his control, the first objective is to discern what categories of resources and amounts are available to each workgroup and discern whether these assets are restricted or un-restricted. Second is to recognize what resources are currently available to cover the present deficit in publications and support future Mountain Light and IY issues. Note the unrestricted amount available for Administrative support at March 31st is \$6,814.27 without affecting other workgroup resources.

2. Researched history of janitorial charges for services at Museum in response to a assertion that the Museum dedicated account was being charged for these services. In fact all costs for janitorial services have been charged with general fund resources since at least the '96-'97 fiscal year.
3. Respond to Legislative Budget Office inquire regarding audit fee increase.
4. Provide performance evaluation electronic forms to all workgroup managers as needed.
5. Update Federal Surplus purchase authorizations.
6. Respond to DFM inquire listing anticipated source of Federal funds for FY'04-'05.
7. Communicated with Ann S. regarding challenges involved with grant accounting through STARS.
8. State Controller's Office was finally convinced to reverse an erroneous December entry when they attempted to match our financial records with their grant records.
9. Complete employee bond insurance report to Risk Management.
10. Compiled FY'03 detail information for SHPO for planning FY'04 cost estimates.
11. Transferred dedicated and federal personnel and operating appropriation to capital to accommodate limited critical capital equipment purchases due to lack of available general fund capital appropriation resources.

February:

1. Follow-up status of communications lease re-write.
2. Prepare indirect cost calculation for approval by Department of Interior.
3. Acknowledge equipment inventory completion to Risk Management.
4. Received SHPO grant award letter for grant period October 2003-September 2004.
5. Research history of transfer of Centennial Commission money for historical publications to U of I Press in 1995
6. Follow-up on slot machine receipts since July 2003. Established a procedure to remind Museum staff to do at least a semi-monthly deposit of these funds.

March:

1. Prepared fringe benefit calculation.
2. Continued correspondence relative to FY'05 budget with Legislative Budget Office.
3. Jeanne & Vi to Human Resources all agency meeting focusing on procedures for health insurance changes, CEC plans and rule changes.
4. Attend 2 ISHPACE senate hearing meetings.
5. Review new P-Card policy and requirements.
6. Teresa revise travel voucher to be in compliance with new audit requirements for P-Card disclosure and capture of Boise vs out of Boise cost data. Present to administrators at March meeting for comment.
7. Convert to plastic deposit drop bags to replace canvas drop bags to avoid potential transfer of bank charges of \$6 for each deposit bag to the Treasurer's Office. This charge would subsequently be transferred to each agency. Teresa provided training to each workgroup.
9. Processed belated fix for permanent appointment of Rachelle in Interpretive Specialist position and vacated Receptionist position at Old Pen.
10. Paid Assay building and auditors fee at FY'03 rate. Negotiations are pending regarding the additional fees charged for FY'04 but not funded by additional appropriation in FY'04. FY'05 includes these two additions to our budget base.
11. Two days after legislature left town after completing our FY'05 budget we received a notice that Department of Administration, (Information Technology), intends to pass on approximately \$5,000 of additional costs for software for email service to be paid either in FY'04 or FY'05. (We just can't seem to keep up with the additional charges our brother and sister agencies seek to pass along to us for essential and or mandated services.) That of course is also under protest. (FLASH) We were just informed that the email issue has been resolved. Department of Administration has agreed to pick up the tab for the 2005 fiscal year and provide information necessary to include future year's costs in each agency's base budget for FY'06 and beyond.
12. Funds were finally available to access and collect first payment of SHPO funds for grant year starting October 1, 2003.
13. Revised property value reported to Risk Management.

Other Topic(s) Of Possible Interest:

Just an update on the receipts for publications for the month of March. As you will observe the amount collected in March was only \$301.50 so apparently the bulk of the membership receipts have been collected for this year. (Bobbi reports that a we have received an additional \$1,000 in April but agrees that we cannot expect significant additional receipts until the next membership drive).

Projects Underway:

1. Work with Bobbi to compile a report for Trustees identifying Boise vs out of Boise activity costs.
2. Review Equipment disposal records and update SCO-FAS system records.
3. Prepare trend analysis or other reports as required by LSO.
4. Continue investigation of grant reporting through STARS. procedures and implement training as necessary. Meeting set up with DFM analyst, SCO representative and myself to review STARS structure.
5. Start year-end close reports.
6. Adjust FY'04 budget appropriation as necessary and process final receipts and payments for FY'04
7. Review and revise financial reporting structure options as necessary.
8. Enter FY'05 appropriation into STARS accounting system.
9. Prepare 2006 capital budget request.
10. Start 2006 budget request preparation.
11. Distribute employee evaluations to Human Resources.
12. Prepare 2005 operating budget and salary change schedule to Board of Education for approval.
13. Sign up all employees for new Medical insurance and medical savings plan accounts.
14. Start Fiscal year-end processes and submit reports to SCO.
15. Recruit to fill vacant OS2 position in Fiscal Office and train replacement.

Personnel:

In February, Ken Swanson recruited Teresa to replace Cindy Allen at the Museum. Teresa accepted the transfer in March, and spent several hours with Cindy training for the position. The 30th of March was Teresa's last day working at the Fiscal office.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger
Thank you.